



# Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 22-14		
Business Title: Program Specialist		State Classification: Program Specialist IV
Salary Group: B20	Salary: \$5,417.00 (month) \$65,004.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 11/02/2021	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: Facilities Operations

**Note:** To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

## **JOB SUMMARY:**

Performs complex controls system analyses for heating, ventilation, and air conditioning for the Building Automation Systems managed by the Texas Facilities Commission (TFC). Work involves planning, developing, and implementing HVAC and laboratory control systems including installation, repair, maintenance, and service of the equipment and control components. Will work with other trades to ensure control of all HVAC equipment that is controlled and monitored by the Building Automation Systems. Completes timekeeping and use work order system for completing tasks. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

## **ESSENTIAL FUNCTIONS:**

- Performs preventative maintenance and calibration of temperature and pressure sensors, analog output devices and special laboratory systems.
- Utilizes Johnson Controls Metasys systems, Siemens Apogee, Siemens Desigo, Trane Ensemble, and Tridium Niagara software and hardware.
- Performs loop tuning of PID control loops to ensure optimal operation of systems.
- Repairs and replaces control hardware such as digital controller panels, application-specific controllers, temperature and pressure sensors, transducers, transmitters, relays, motor starters and electronic and pneumatic actuators.
- Loads and configures various control software applications and device drivers, designs, and edits user interface.
- Plans and installs small-scale, in-house projects for building control systems.
- Recommissions entire building control systems to document and correct all deficiencies and optimizes the efficiency of HVAC systems.
- Orders parts and material to complete projects and work orders.
- Edits the programming of various control systems to optimize operation of equipment and increase energy efficiency.
- Works with other trades to resolve problems with the control system and associated equipment.



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- Maintains, records, and prepares reports on repairs and service.
- Operates a state motor vehicle to perform some essential functions.
- May inspect and evaluate work performed by contractors on agency construction projects to ensure systems are properly commissioned.
- May assume some duties in the absence of the Building Automation supervisor.
- May train others.
- Performs related work assigned.

## **MINIMUM QUALIFICATIONS:**

Major coursework/training in a mechanical field related to HVAC controls and air conditioning, or related field.

- Four (4) years experience in building automation systems, including training, experience, and certification with Johnson Controls, Siemens Trane, Allerton, and Tridium systems.
- Education and experience may be substituted for one another on a year for year basis.
- Certifications with Siemens, Johnson Controls, and Trane software/hardware would be preferred.
- Valid State of Texas Class "C" driver's license.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Working knowledge of building systems to include steam heating, air handling equipment, electrical systems, and refrigeration equipment.
- Knowledge of laboratory exhaust systems such as fume hoods and bio-safety cabinets.
- Knowledge of Johnson Controls, Siemens, Trane, and Tridium software and hardware.
- Skill in the use of multimeters, amp meters, current loop simulators, and air flow measuring devices.
- Skill in the use of personal computer and applicable programs, software, and applications.
- Skill in the assessment of pneumatic and DDC dampers, actuators, and other control devices.
- Ability to exercise caution and prevent hazards; and safely operate hand and power tools.
- Ability to estimate materials and labor on control installation projects.
- Ability to complete daily paperwork and route appropriately; and to maintain records.
- Ability to communicate effectively, both orally and in writing.
- Ability to operate a motor vehicle.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433



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- Ability to train others.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 50 of products and materials. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of YN Yeoman, 612X LDO-Operations, Surface, YN Yeoman, PERS Personnel Administration (Warrant), 60C0 Senior Material Leader-Upper Echelon, other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number: 14901974**

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